



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

December 11, 2008

August Hioco, President
Krazan & Associates, Inc.
215 W. Dakota Avenue
Clovis, CA 93612

Dear Mr. Hioco:

RE: **FINAL MONITORING VISIT REPORT** for Krazan & Associates, Inc. – **ET06-0262**

Date of the Visit:	10/24/08
Beginning/Ending Time:	1300 - 1330
Date of Last Visit:	07/22/08
Visit Location:	teleconference
Persons in attendance:	Krazan & Associate Inc. representative: Ron Torres, Director of Human Resources; Kerri Muraki, ETP Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	06/30/06 – 06/29/08	Agreement Amount:	\$83,200
Training Start Date:	04/24/07	No. to Retain:	40
Date Training must be Completed:	01/30/08	Range of Hours:	100 - 160
Type of Trainee:	Retrainee	Weighted Ave. Hours:	160

SACRAMENTO CENTRAL OFFICE
1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE
4640 Lankershim Blvd., Suite 311
NORTH HOLLYWOOD, CA 91602
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
FOSTER CITY, CA 94404
(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

www.etp.ca.gov
ETP (04/15/05)

FINAL REPORT SUMMARY:

• **HISTORY OF AGREEMENT CHANGES**

The Agreement was executed on 04/18/06 and training began on 04/24/07. Your staff reported that all training was completed on 01/29/08, which allows for the 150-day retention period to be completed within the term ending date of the Agreement – 06/29/08.

• **INTERVIEW WITH THE Contract Administrator, Ron Torres, Human Resources Director**

Include the following questions in this section:

- What barriers, if any, did your company experience in implementing your ETP project?

ETP was concerned about our turnover rate. I believe their expectations for reduction in the turnover rate were unreasonable given our situation and the realities of the industry we are in. No data were available on comparable companies to assuage ETP's concerns.

- What problems, if any, did your company experience with ETP record keeping?

None

- What assistance could ETP have provided that would improve the process for future Contractors?

Our project was designed very narrowly around an initiative we had designed and implemented prior to knowing about ETP. I wish that ETP could have designed our project more broadly so we might have been able to collect more reimbursements. Our project was designed with no "margin of error" built in and it was very likely to be unsuccessful due to the design.

- How did your company benefit from the ETP training?

We are now more informed about how the process works and will be able to advocate more forcefully for our needs the next time around.

Mr. Torres provided Ms. Muraki with projected statistics for the closeout of the Agreement. According to your records at the time of this final meeting, you expected to retain a total of 3 (7.5% percent of planned retentions) trainees for a total reimbursement of \$4,680, (5.6 percent of the encumbered amount). Mr. Torres stated that the closeout invoice will be submitted by 10/24/08.

Krazan & Associate Inc. has received \$4,680 in progress payments, of which \$4,680 has been approved as earned. Ms. Muraki reminded Mr. Torres that the closeout invoice should be submitted no later than 30 days after the end term date of the Agreement

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	5	Completed Retention:	3
Dropped Following Enrollment:	1	In Retention Period:	
Completed Minimum Hours for reimbursement:	4	Awaiting Placement:	
Completed Training:	4		

ATTENDANCE ROSTERS:

All rosters were reviewed at the previous monitoring visit and since that time no training has taken place.

SUBAGREEMENTS:

All training was done in-house

INVOICES:

Two (2) invoices have been submitted and the company did not meet the 20% turnover goal and forfeited the last 25% of their reimbursement.

LOCATION OF TRAINING:

Training was done in Clovis, CA.

AUDIT: *Please include the language below.*

Krazan & Associates, Inc. will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

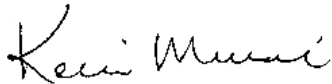
Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions regarding the content of this Final Visit Report or your contract in general, please contact Kerri Muraki at kmuraki@etp.ca.gov or 916-327-5677 within ten (10) working days upon receipt of this document.

Sincerely,



Ruby Cohen, Manager
Northern California Regional Office



Kerri Muraki, Project Analyst
Northern California Regional Office

cc: RonTorres@Krazan.com

David Guzman, Chief, Program Operations Division
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File

Date report mailed to Contractor **